

APPENDIX H

Final Report Template



Final Report Template

- Acknowledgements – Acknowledge authors of the report, survey team, or any other person who contributed to the project.
- List of tables – Annotate all the tables in the report. List all the tables in sequential order and include the title for easy reference.
- List of figures – Annotate all the figures in the report. List all the figures in sequential order and include the title for easy reference.
- Executive Summary – Provide a brief overview of purpose of survey, findings, and recommendation. The Key Indicator List can be used in the Executive Summary.
- Chapter 1: Introduction – Describe the background of the population of interest. Why are they in conflict or displaced? What do you know about the group from other data sources? State the survey purpose and objectives. What are you trying to find out? What do you hope to achieve? How are you going to achieve it?
 - 1.1 Reproductive Health in Conflict Settings
 - 1.2 Country Background
 - 1.3 Survey Purpose
 - 1.4 Significance
 - 1.5 Objectives
- Chapter 2: Methodology – Describe and document how the survey was carried out.
 - 2.1 Survey Location
 - 2.2 Survey Design
 - 2.3 Participant Selection Criteria
 - 2.4 Sampling Frame
 - 2.5 Sample Size Calculation and Response Rates
 - 2.6 Survey Planning
 - 2.7 Survey Instrument
 - 2.8 Survey Team Training
 - 2.9 Pilot Test
 - 2.10 Data Collection
 - 2.11 Quality Control and Data Entry
 - 2.12 Data Analysis
 - 2.13 Procedures for Notifying Participants of Survey Results
 - 2.14 Human Subjects Protection
- Chapter 3: Findings – Present the results of each section.
 - 3.1 Background Characteristics
 - 3.2 Safe Motherhood
 - 3.3 Family Planning
 - 3.4 Sexual History: Condom Use and Sexually Transmitted Infections (STIs)
 - 3.5 HIV/AIDS
 - 3.6 Gender-based Violence (GBV)
 - 3.7 Female Genital Cutting (FGC)
 - 3.8 Emotional Health
- Chapter 4: Discussion – Summarize the major findings of the survey. Where are the greatest needs or gaps in service? What groups should be targeted? Describe limitations of the survey, the data, and the use and interpretation of the data. Were there errors in how the survey was implemented that may have affected the results?
 - 4.1 Summary
 - 4.2 Survey Limitations
- References – List all references used in the report.